



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT McPHERSON, GEORGIA 30330-1062

AFLG-PR

31 May 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 02-25

1. This CIL contains information on the following subjects:
 - a. Blocking of Merchant Category Codes
 - b. Procedures for Authorization for Override of Specified Merchant Category Codes
 - c. Use of Purchase Card Electronic Access Systems and Certification Timeframes.
2. Blocking of Merchant Category Codes. Reference memo, SAAL-PI, dated 5 Oct 2001, SAB, from Director, Purchase Card Joint Program Management Office, Bruce Sullivan. The memo requests that the attached letter (encl 1) be distributed as an insert to all cardholder (CH) and billing official (BO) statements. Agency/Organization Program Coordinators (APC) for the Government-Wide Purchase Card Program should also address the facts presented in this letter to CH and BO in your annual training. Overrides to these Merchant Category Codes (MCCs) can only be granted by the level 2 APC and will be done on a case-by-case basis. Mr. Sullivan has also tasked Mongoose to expand their reviews of card transactions to include declined transactions within certain category codes and at different times of the year.
3. Procedures for Authorization for Override of Specified Merchant Category Codes. Reference, e-mail, dated 12 Dec 2001, SAB, from Level 2, Army Purchase Card Program Coordinator, Ms. Dorothy Hindman, (encl 2). Ms. Hindman requests that the following operating instructions found at website:
<http://purchasecard.saalt.army.mil/Blocking%20MCC,%205%20Oct%2001.pdf>, are incorporated in all level 4 APC Cardholder training (i.e., initial and annual refresher training). The purpose of these instructions is to request authorization to override specified DoD blocked MCC Codes restricting purchases of items/services from merchants in certain categories.
4. Use of Purchase Card Electronic Access Systems and Certification Timeframes. Reference memo, SAAL-PI, dated 31 Jan 2002, SAB, from Director, Purchase Card Joint Program Management Office, Mr. Bruce Sullivan. The purpose of the memo is to ask that Principal Assistants Responsible for Contracting (PARCs) ensure that their organizations are taking advantage of the automated tools that are instrumental in maximizing their sales/productivity

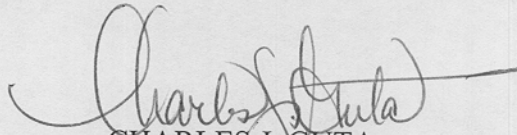
AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 02-25

rebates and reduction of prompt payment interest penalties (encl 3). Oversight is critical to the Government-Wide Purchase Card Program and ensures that your programs are operating effectively and efficiently. In a report done by US Bank (encl 4), it is noted that several activities have accounts that are still processed manually instead of electronically. All new account setups and most routine maintenance actions should be accomplished in Customer Automated Reporting Environment (C.A.R.E.). The data also shows that certifying BOs are not performing their duties in a timely manner. All activities should be certifying their bills within a week of the closing billing cycle, if online certification has been implemented. Earned rebates are being lost by not certifying in a timely manner. The use of these automated tools will maximize sales/productivity rebates and reduction of prompt payment penalties.

5. If additional information is required, please contact Ms. Gwendolyn S. Miles, commercial 404-464-5486, DSN 367-5486, or e-mail milesghwen@forscom.army.mil.

4 encls
as



CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DCS, G4

Principal Assistant Responsible
for Contracting



SAAL-PI

REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

OCT 05 2001



MEMORANDUM FOR DOD PURCHASE CARD HOLDERS AND BILLING OFFICIALS

SUBJECT: Blocking of Merchant Category Codes

The purpose of this memorandum is to remind you of the DOD policy of restricting purchases of items/services from merchants coded in certain categories. This policy does not restrict "what" is purchased, but rather restricts purchases from merchants who have identified themselves within the below listed merchant category codes:

4829--Wire Transfer-Money Orders
5932--Antique Shops
5933--Pawn Shops
5937--Antique Reproductions
5944--Jewelry Stores
5960--Direct Marketing Insurance
6010--Financial Institutions Manual Cash Advance
6011--Financial Institutions Automatic Cash Advance
6051--Non-Financial Institutions-Foreign Currency, Money Orders, Travelers Checks

6211--Security Brokers/Dealers
6760--Savings Bonds
7012--Timeshares
7273--Dating & Escort Services
7995--Betting, Casino Gaming Chips, Off-Track Betting
8651--Political Organizations
9211--Court Costs, Alimony, Child Support
9222--Fines
9223--Bail and Bond Payments
9311--Tax Payments
9700--Automated Referral Service

In addition to the above listed codes, your local agency program coordinator (APC) can and should tailor your authority by adding additional merchant codes to this listing.

When your card is "swiped" by the merchant, the merchant is actually requesting our card-issuing bank to authorize the purchase. This process ensures that dollar limits are not exceeded and purchases are made only from authorized types of merchants. Without authorization, the merchant assumes all liability for the transaction (government is not liable). Declined transactions have occurred for merchants who do not appear to fit into the above blocked categories. This may be caused by the merchant registering their business in the wrong category or by transposing the numbers during registration (7372, computer and data process, written as 7273, dating services). When this occurs, you can assist the merchant by advising him to contact their "acquiring" bank – the bank the merchant does business with – and correct the coding error in their card merchant application. If it is a locally blocked code, your APC can call our card-issuing bank to request a one-time override or revise the controls to allow purchases from this category. If it is one of the above listed codes, only your level two program coordinator can approve the purchase.

Finally, I have asked the Operation Mongoose Program to be expanded by conducting more frequent audits on DOD transactions. This would include reviewing transactions (authorized and declined) within certain merchant category codes and at certain times of the day or year. I know the majority of you are properly using your card and doing an outstanding job. I applaud you and your efforts to accomplish your mission faster, cheaper and smarter. Questions related to authorization controls should be directed to your local APC. Remember to visit our website at <http://purchasecard.saalt.army.mil>.

Bruce E. Sullivan
Director, Purchase Card Joint Program
Management Office



Miles, Gwen - G4

From: Hindman, Dorothy Ms SAALT [dorothy.hindman@saalt.army.mil]
Sent: Wednesday, December 12, 2001 17:27
To: Alice Williams; Baugh, Nicole Ms USASMDC; Betty Kriegel; Christine Bolar; Cruz, Ronald, MR; Delgado, Iris; Edna Diggs; ELAINE PEARSON TRADOC; FORSCOM GWEN MILES; Good Miller, Brenda A. - DCSLOG; HELEN RICHARDS AMC; Jackson Jennifer C; Jenkins Marjorie A Ms HQ INSCOM; JESSE BLACKWELL USAPACIFIC; Kaspar, Thomas - NGB-AQ; kraussb@mtmc.army.mil; LEE WRIGHT USAKOREA; Livingston, Mark Mr., ARCENT; McKenzie Carol; Minnie.L.Howard@hq02.usace.army.mil; Petty, Jerrel P. NH-III; 'puchyjj@occh-nt.army.mil'; Reynosa, Marta E; Shackelford, Dan E HQ02; SOUTHERN COMMAND; Sylvia Linke; Vega, Josephine M (L); Walton, Ronnette
Cc: Schwemmer, Daniel J Mr. SAALT; Nelson, Claire M Ms ASA-FM; 'mslorz@usbank.com'
Subject: Procedures for authorization an Override of Specified Merchant Category Codes- Policy
Importance: High

Web site <http://purchasecard.saalt.army.mil/Blocking%20MCC,%205%20Oct%2001.pdf>

Purpose: To provide operating instructions when requesting authorization to override specified DOD blocked MCC Codes restricting purchases of items/services from merchants coded in certain categories. Based on DOD Government Purchase Card guidance at the website above, it is necessary to establish standing operating procedures to ensure an efficient and effective approval process where a cardholder's mission requires approval by the Army (21) Level 2 APC in overriding a specified DOD blocked MCC Code.

Required Action:

1. Level 3 APCs: Please ensure widest dissemination of this email to your level 4 APCs. These instructions are required in all Level 4 APC Cardholder training (i.e., initial and annual refresher training). Cardholder training should cover these procedures so the CH /BO will know the process and what is to be communicated to the HQDA (level 2 APC). The Level 3 APC may supplement these procedures to the extent of what information is forwarded to MACOM/Installation documentation of files.

2. Level 4 APC:

Step 1: Begin by conducting a survey at local purchase area (for items that are not available online), and document results to support request for authorization(s) to use Government Purchase Card for purchases where MCC's are blocked. APCs can query the CARE system by adhocing most used MCC Codes. The survey should be completed within 60 days from this guidance. This will give you, the APC and cardholders an indication that authorization for override to a restricted code should be requested for that instant purchase only. Additionally, this extensive market research or survey performed for recurring requirements will ensure that there is no other source available and that the MCC override should in fact be accomplished.

(2) Cardholders and Level 4's should develop a list of requirements that must be purchased from these vendors to include applicable MCC codes & vendor names.

(3) List of recurring/repetitive requirements (Item 2 above) will be provided to Level 4 A/OPC who will forward through the MACOM Level IIIs to the DA Level II A/OPC. This information can be used to establish a database for quick reference/access when Level II approval is required.

Step 2 :

1. Ensure all pertinent information is provided by Cardholder for expeditious approval to the level 2 APC:
2. Information is sent Via Email to the level 2 APC prior to purchase:

5/29/2002

encl 2

a. Justification - Written justification by CH's supervisor that includes description of the item(s), estimated dollar amount, efforts to locate a source other than vendor with blocked MCC, and purpose (i.e., "official requirement for awards/retirement ceremony, official function, etc.). The extent of the market survey for the requirement must satisfy DOD guidance that no other source(s) are available to properly document the requested authorization override. Request that a review/determination by the supporting Contracting Office as to why the establishment of an IDIQ contract or BPA is not feasible/cost effective.

b. Cardholder name, card number (masked) (masked such as example XXXXX04556197) .

c. Estimated date of purchase. Must be within 5 days of Level 2 APC approval

d. The Vendor's or contractor's Name, the estimated dollar amount of the purchase, and the item(s) to be purchased

e. MCC Code that must overridden.

The Cardholder will:

1. Provide Justification that identify the extent of the market survey for the required transaction to satisfy the requirement that no other source(s) is/are available within a 50 miles geographical location, if the request is urgently needed in a 24 hours timeframe in support of the mission. Note: This may not be the case always, because if the item is a recurring requirement, then, other contractual instruments (BPA, or IDIQ type contract should be used with a performance requirement to deliver within 24 hours to 48 hours. This information should be furnished to the Cardholder to ensure that the most appropriate method of purchasing following MACOM/local procedures so that a requested override authorization is no longer required.

2. Cardholder name, card number (masked) (masked such as example XXXXX04556197) .

3. The Vendor's or contractor's Name, the estimated dollar amount of the purchase, the item(s) to be purchased and the MCC Code.

4. After approval and notification by the level 2 APC that authorization is called in to US Bank customer service dept, the cardholder will have the merchant swipe the Purchase Card and immediately call US. Bank Customer Service (1-888-994-6722) requesting a manual authorization. The purchase must be called in to US Bank at least 5 days from date of the Level 2 APC's approval. Vendor will provide information as follows:

- a. Purchase card number, Cardholder name and Cardholder billing address
- b. Purchase card Expiration date
- c. Amount of the Purchase

(The vendors manual authorization information above was coordinated with the US Bank Customer service Dept Manager.)

Level 2 APC will:

Review the justification and provide via email approval/disapproval of request for authorization override and will:

1. Call US Bank Customer Service (1-888-994-6722) to authorize override for specified merchant Code.

2. Provide the name of the merchant and the dollar amount. This must be notated on the account by customer service.

3. Send via email to level 4 APCs thru level 3 APC, the approval/disapproval of over-ride.

Thank you

Dorothy Hindman

Army Purchase Card Program Coordinator,

PH#: (703) 681-3417 DSN: 761-3417 FAX:(703) 681-1121

Email address: dorothy.hindman@saalt.army.mil

Address: DASA (P), Attn: SAAL-PI

Skyline 6, Suite 302

5109 Leesburg Pike

Falls Church, VA 22041-3201



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

31 JAN 2002



SAAL-PI

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY
(ACQUISITION, LOGISTICS AND TECHNOLOGY)

SUBJECT: Use of Purchase Card Electronic Access Systems and Certification
Timeframes

Since the inception of this office, I have been working diligently to provide your purchase card officials with electronic tools to increase productivity, increase savings and rebates, and strengthen management controls over the purchase card program. During a recent review with the card-issuing banks, I was surprised to find the extent to which Agency Program Coordinators (APCs) and other card officials continue to rely on the old paper-based processes or do not perform their duties more timely. They are not taking advantage of our streamlining efforts and the savings associated with them.

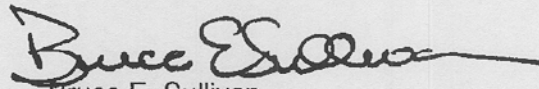
The majority of Army APCs are doing an outstanding job at establishing card accounts and performing routine maintenance tasks on the bank's web-based system. However, a few activities continue to use "paper." All new account setups and most routine account maintenance actions should be accomplished in U.S. Bank's electronic access system (C.A.R.E.). Enclosure 1 is a bank-generated report showing numbers of account set-up and maintenance actions accomplished by your activities in paper during the timeframe of 15 November thru 15 December 2001.

Certifying Officials are not performing their duties in a timely manner. Activities that have implemented the on-line certification process should be certifying their bills within a week of the close of the billing cycle. However, I have seen little improvement in the overall time it is taking Components to pay their bills. Your activities are losing up to one-half of one percent (.5%) of your sales in earned rebates by not certifying within one week of receipt of the on-line invoice. If cardholders are reconciling their accounts throughout the cycle, the approving officials should be able to certify the invoice the day after the end of the cycle. Enclosure 2 shows the certification performance of your Component.



encl 3

These automated tools are instrumental to the performance of oversight functions as well as to the maximization of sales/productivity rebates and reduction of prompt payment interest penalties. I ask for your support in ensuring their maximum use.

A handwritten signature in black ink, appearing to read "Bruce E. Sullivan", with a long, sweeping horizontal line extending to the right.

Bruce E. Sullivan
Director, Purchase Card Joint
Program Management Office

Enclosures

CF:

Under Secretary of Defense (Acquisition & Technology)

Under Secretary of Defense (Comptroller)

Assistant Secretary of the Army (Financial Management & Comptroller)

ACCOUNT INITIATION 11/15/01 - 12/15/01				
	TOTAL Paper Apps	BO Paper Setups	CH Paper Setups	
DoD	92	18	74	
AF	312	35	277	
ARMY	537	88	449	
Total	941	141	800	
11/15/01 through 12/15/01 941 paper setups submitted				
ACCOUNT MAINTENANCE 11/15/01 - 12/15/01				
	Total Paper Maintenance	SHOULD BE CARE ACTION	PAPER ONLY	NA
DoD	306	118	36	160
AF	517	59	442	16
ARMY	1654	1156	347	151
Total	2477			
Total	4954	1325	825	327
11/15/01 through 12/15/01 2477 paper maintenance requests				
CUSTOMER SERVICE***				
Sept '01	9481			
Oct '01	7234			
Nov '01	1033			
***Customer Service maintenance requests volumes to large to track by level #s or specific action Figures represent CPS				

encl 4

Account Initiation Tracking			
Week Ending			
LEVEL 2	LEVEL 3	LEVEL 4	
LEVEL 3 Total		0	0
00021	00018	00031	1
00021	00018	01003	3
00021	00018	01007	3
00021	00018	01008	16
00021	00018	01012	7
00021	00018	01013	22
00021	00018	01019	18
00021	00018	01034	4
00021	00018	01036	2
00021	00018	01037	1
00021	00018	01040	8
00021	00018	01044	7
00021	00018	01045	34
00021	00018	01047	11
00021	00018	01070	2
00021	00018	01072	2
00021	00018	01709	3
00021	00018	03096	9
00021	00018	05114	7
00021	00018	05133	6
00021	00018	06028	5
00021	00018	07000	8
00018 Total		0	90
00021	00020	02321	6
00021	00020	05503	10
00020 Total		0	16
00021	00021	00001	1
00021	00021	00009	1
00021	00021	00010	2
00021	00021	00100	1
00021	00021	00189	1
00021	00021	00607	3
00021	00021	00630	4
00021	00021	00721	1
00021	00021	00755	2
00021	00021	00934	5
00021	00021	01030	1
00021	00021	01111	1
00021	00021	01214	2
00021	00021	01700	6
00021	00021	01751	2
00021	00021	02244	5
00021	00021	02246	7
00021	00021	03110	14
00021	00021	03338	2
00021	00021	03503	1
00021	00021	03630	1
00021	00021	04804	1
00021	00021	05060	14
00021	00021	05776	3
00021	00021	05802	5
00021	00021	06064	1
00021	00021	06205	2
00021	00021	07312	2
00021	00021	07806	1
00021	00021	09102	3
00021	00021	09114	1
00021	00021	09115	1
00021	00021	09165	2
00021	00021	09211	1
00021	00021	09621	6
00021	00021	09630	4
00021	00021	09708	15
00021 Total		0	50
00021	00023	05612	1
00023 Total		0	1
00021	00033	01776	2

00021	00033	02024	1
00021	00033	02225	1
00021	00033	04446	1
00021	00033	06064	1
00021	00033	06570	14
00021	00033	06666	6
00033 Total		0	10
00021	00055	00003	7
00021	00055	00005	4
00021	00055	00009	1
00021	00055	00017	1
00021	00055	00025	1
00021	00055	00026	1
00021	00055	00037	4
00021	00055	00039	2
00021	00055	00043	5
00021	00055	00050	1
00021	00055	00066	1
00021	00055	00067	4
00021	00055	00068	4
00021	00055	00072	1
00021	00055	00087	2
00021	00055	00090	1
00021	00055	00100	2
00021	00055	02254	8
00021	00055	05413	15
00021	00055	05524	1
00055 Total		0	58
00021	00056	04027	2
00021	00056	05179	10
00056 Total		0	2
00021	00060	00105	1
00021	00060	05133	1
00060 Total		0	2
00021	00075	07117	1
00075 Total		0	1
00021	00082	00001	3
00021	00082	00339	18
00082 Total		0	3
00021	00085	00004	21
00021	00085	00009	3
00021	00085	00012	10
00021	00085	00013	23
00021	00085	09708	1
00085 Total		0	34
00021	00086	00902	1
00021	00086	01119	0
00021	00086	08822	8
00086 Total		0	1
00021	00089	00003	14
00089 Total		0	0
00021	00090	01122	2
00021	00090	01104	3
00021	00090	02204	1
00021	00090	02208	4
00021	00090	03301	1
00021	00090	04405	5
00021	00090	04410	4
00021	00090	05501	2
00021	00090	05504	2
00021	00090	08801	1
00090 Total		0	8
00021	00094	00185	11
00021	00094	43706	2
00021	00094	05109	4
00021	00094	00701	5
00021	00094	06012	2

00021	00094	06123	3
00021	00094	06142	1
00021	00094	06161	8
00021	00094	06202	2
00021	00094	06222	14
00021	00094	06291	1
00021	00094	06303	5
00021	00094	06311	1
00021	00094	06322	8
00021	00094	06324	1
00021	00094	06331	1
00021	00094	06353	1
00021	00094	06355	10
00021	00094	06371	7
00021	00094	06381	1
00021	00094	06391	5
00021	00094	06431	8
00021	00094	06433	3
00021	00094	06482	1
00021	00094	06491	1
00021	00094	06511	3
00021	00094	06540	12
00021	00094	06562	1
00021	00094	07000	3
	00094 Total	0	95
00021	00099	00402	4

Cardholder Accounts Approved and Billing Statements Certified - DOO

Relationship	November	CH	Cycle to Date	Total Expected	% Met
ARMY	24-Dec	4130	1130	2037	20.37%
ARMY	25-Dec	1865	9625	2037	20.05%
ARMY	26-Dec	1335	7360	2037	38.23%
ARMY	27-Dec	53	7413	2037	38.49%
ARMY	28-Dec	40	7453	2037	38.08%
ARMY	29-Dec	1464	8917	2037	43.89%
ARMY	30-Dec	1608	10525	2037	51.80%
ARMY	31-Dec	968	11523	2037	58.72%
ARMY	01-Jan	810	12333	2037	60.70%
ARMY	02-Jan	636	12969	2037	63.83%
ARMY	03-Jan	54	13023	2037	64.17%
ARMY	04-Jan	801	13859	2037	68.12%
ARMY	05-Jan	508	14445	2037	70.61%
ARMY	06-Jan	524	14869	2037	73.19%
ARMY	07-Jan	285	15164	2037	74.64%
ARMY	08-Jan	101	15363	2037	75.61%
ARMY	09-Jan	20	15377	2037	75.99%
ARMY	10-Jan	2	15421	2037	75.99%
ARMY	11-Jan	240	15661	2037	77.08%
ARMY	12-Jan	175	15838	2037	77.81%
ARMY	13-Jan	135	15971	2037	78.61%
ARMY	14-Jan	117	16098	2037	79.18%
ARMY	15-Jan	2	16099	2037	79.18%
ARMY	16-Jan	96	16169	2037	79.66%
ARMY	17-Jan	143	16332	2037	80.39%
ARMY	18-Jan	81	16413	2037	80.76%
ARMY	19-Jan	0	16413	2037	80.76%
ARMY	20-Jan	4	16417	2037	80.80%
ARMY	21-Jan				
ARMY	22-Jan				
ARMY	23-Jan				

Cardholder Accounts Approved and Billing Statements Certified - DOO

Relationship	December	CH	Cycle to Date	Total Expected	% Met
ARMY	24-Nov	1638	1330	15820	10.35%
ARMY	25-Nov	63	1701	15820	10.75%
ARMY	26-Nov	2960	4861	15820	29.48%
ARMY	27-Nov	1722	6383	15820	40.35%
ARMY	28-Nov	1198	7579	15820	47.91%
ARMY	29-Nov	976	8655	15820	54.08%
ARMY	30-Nov	773	9428	15820	58.96%
ARMY	01-Dec	4	9432	15820	59.10%
ARMY	02-Dec	18	9452	15820	59.10%
ARMY	03-Dec	927	10777	15820	68.10%
ARMY	04-Dec	749	11026	15820	69.70%
ARMY	05-Dec	633	11569	15820	73.70%
ARMY	06-Dec	490	12139	15820	76.73%
ARMY	07-Dec	359	12695	15820	78.98%
ARMY	08-Dec	21	12716	15820	79.12%
ARMY	09-Dec	4	12523	15820	78.94%
ARMY	10-Dec	237	12527	15820	79.14%
ARMY	11-Dec	173	12593	15820	81.75%
ARMY	12-Dec	152	13062	15820	82.69%
ARMY	13-Dec	154	13246	15820	84.36%
ARMY	14-Dec	110	13461	15820	84.41%
ARMY	15-Dec	7	13553	15820	85.41%
ARMY	16-Dec	115	13699	15820	86.41%
ARMY	17-Dec	105	13744	15820	86.85%
ARMY	18-Dec	108	13822	15820	86.85%
ARMY	19-Dec	47	13729	15820	86.77%
ARMY	20-Dec	39	13788	15820	87.03%
ARMY	21-Dec				

Cardholder Accounts Approved and Billing Statements Certified - DOO

CARRIER Accounts Appeared on only Started on 10/1/2000					
Relationship	January	CH	Cycle to Date	Total Expected	% Met
ARMY	22-Dec	373	373	15268	2.44%
ARMY	23-Dec	61	434	15268	2.84%
ARMY	24-Dec	138	572	15268	3.74%
ARMY	25-Dec	47	619	15268	4.05%
ARMY	26-Dec	1537	1766	15268	14.80%
ARMY	27-Dec	1188	3344	15268	21.86%
ARMY	28-Dec	760	4104	15268	27.00%
ARMY	29-Dec	52	4156	15268	27.10%
ARMY	30-Dec	32	4188	15268	27.31%
ARMY	31-Dec	383	4561	15268	29.81%
ARMY	01-Jan	50	4611	15268	30.14%
ARMY	02-Jan	1294	3605	15268	30.60%
ARMY	03-Jan	1053	3658	15268	30.86%
ARMY	04-Jan	813	4471	15268	45.46%
ARMY	05-Jan	7613	12084	15268	50.80%
ARMY	06-Jan	22	7813	15268	51.05%
ARMY	07-Jan	640	8472	15268	51.20%
ARMY	08-Jan	671	9143	15268	55.35%
ARMY	09-Jan	9143	15268	55.977%	
ARMY	10-Jan	380	9523	15268	62.25%
ARMY	11-Jan	367	9890	15268	64.65%
ARMY	12-Jan	222	10112	15268	66.10%
ARMY	13-Jan	15	10127	15268	66.22%
ARMY	14-Jan	22	10149	15268	66.30%
ARMY	15-Jan	256	10405	15268	68.04%
ARMY	16-Jan	248	10653	15268	69.95%
ARMY	17-Jan	159	10815	15268	70.70%
ARMY	18-Jan	163	10978	15268	71.25%
ARMY	19-Jan	70	11048	15268	72.22%
ARMY	20-Jan	2	11050	15268	72.23%
ARMY	21-Jan	2	11052	15268	72.24%
ARMY	22-Jan	111	11163	15268	72.97%

Relationship	November	Billing Accts	Cycle to Date	Total Expected	% Met
ARMY	24-Oct	588	588	7104	8.25%
ARMY	25-Oct	525	1111	7104	15.64%
ARMY	26-Oct	498	1599	7104	22.51%
ARMY	27-Oct	17	1616	7104	22.75%
ARMY	28-Oct	16	1632	7104	22.97%
ARMY	29-Oct	520	2152	7104	30.28%
ARMY	30-Oct	378	2418	7104	34.58%
ARMY	31-Oct	308	2483	7104	34.95%
ARMY	01-Nov	269	2743	7104	38.89%
ARMY	02-Nov	13	2755	7104	38.93%
ARMY	03-Nov	334	4101	7104	57.73%
ARMY	04-Nov	257	4382	7104	61.67%
ARMY	05-Nov	115	4620	7104	65.02%
ARMY	06-Nov	186	4805	7104	67.64%
ARMY	07-Nov	10	4920	7104	69.40%
ARMY	08-Nov	4	4924	7104	69.45%
ARMY	09-Nov	6	4940	7104	69.54%
ARMY	10-Nov	127	5007	7104	71.33%
ARMY	11-Nov	104	5171	7104	72.76%
ARMY	12-Nov	77	5248	7104	73.87%
ARMY	13-Nov	61	5309	7104	74.73%
ARMY	14-Nov	2	5311	7104	74.75%
ARMY	15-Nov	2	5313	7104	74.75%
ARMY	16-Nov	69	5382	7104	75.76%
ARMY	17-Nov	81	5483	7104	76.90%
ARMY	18-Nov	43	5507	7104	77.52%
ARMY	19-Nov	2	5508	7104	77.55%

Relationship	December	Billing Accts	Cycle to Date	Total Expected	% Met
ARMY	24-Nov	23	20	6497	0.35%
ARMY	25-Nov	13	36	6497	0.55%
ARMY	26-Nov	900	719	6497	11.02%
ARMY	27-Nov	938	1118	6497	20.26%
ARMY	28-Nov	638	1554	6497	28.54%
ARMY	29-Nov	35	224	6497	35.77%
ARMY	30-Nov	404	2726	6497	41.99%
ARMY	01-Dec	5	2733	6497	42.07%
ARMY	02-Dec	3180	3180	6497	42.95%
ARMY	03-Dec	449	3180	6497	43.07%
ARMY	04-Dec	370	3350	6497	54.76%
ARMY	05-Dec	387	3433	6497	50.72%
ARMY	06-Dec	288	4213	6497	85.15%
ARMY	07-Dec	242	4175	6497	88.88%
ARMY	08-Dec	13	4168	6497	88.08%
ARMY	09-Dec	6	4124	6497	86.17%
ARMY	10-Dec	218	4712	6497	72.53%
ARMY	11-Dec	169	4381	6497	75.13%
ARMY	12-Dec	118	4369	6497	78.94%
ARMY	13-Dec	95	5384	6497	78.41%
ARMY	14-Dec	94	5188	6497	76.85%
ARMY	15-Dec	4	5182	6497	79.91%
ARMY	16-Dec	0	5182	6497	79.91%
ARMY	17-Dec	78	5270	6497	81.11%
ARMY	18-Dec	70	5340	6497	82.18%
ARMY	19-Dec	54	5424	6497	83.49%
ARMY	20-Dec	34	5478	6497	84.95%
ARMY	21-Dec	34	5478	6497	84.95%
ARMY	22-Dec	34	5478	6497	84.95%

Relationship	January	Billing Accts	Cycle to Date	Total Expected	% Met
ARMY	22-Dec	58	58	6520	0.86%
ARMY	23-Dec	25	63	6520	1.27%
ARMY	24-Dec	48	132	6520	2.02%
ARMY	25-Dec	11	143	6520	2.18%
ARMY	26-Dec	495	608	6520	9.33%
ARMY	27-Dec	417	1025	6520	15.72%
ARMY	28-Dec	354	1378	6520	21.15%
ARMY	29-Dec	30	1400	6520	21.61%
ARMY	30-Dec	11	1412	6520	21.80%
ARMY	01-Jan	18	1430	6520	22.08%
ARMY	02-Jan	600	2180	6520	33.13%
ARMY	03-Jan	482	2642	6520	40.52%
ARMY	04-Jan	432	3074	6520	47.15%
ARMY	05-Jan	22	3098	6520	47.48%
ARMY	06-Jan	12	3108	6520	47.67%
ARMY	07-Jan	591	3669	6520	56.27%
ARMY	08-Jan	506	4177	6520	64.06%
ARMY	09-Jan	282	4439	6520	68.06%
ARMY	10-Jan	223	4662	6520	71.50%
ARMY	11-Jan	173	4835	6520	74.16%
ARMY	12-Jan	8	4843	6520	74.26%
ARMY	13-Jan	9	4852	6520	74.42%
ARMY	14-Jan	169	5021	6520	77.01%
ARMY	15-Jan	135	5156	6520	79.08%
ARMY	16-Jan	127	5283	6520	81.03%
ARMY	17-Jan	94	5377	6520	82.47%
ARMY	18-Jan	46	5424	6520	83.17%
ARMY	19-Jan	2	5426	6520	83.22%
ARMY	20-Jan	1	5428	6520	83.24%
ARMY	21-Jan	77	5553	6520	84.40%
ARMY	22-Jan	71	5574	6520	85.49%

21% certifying within 9 days.

55% certifying within 30 days.